

HEADQUARTERS  
UNITED STATES EUROPEAN COMMAND  
UNIT 30400, BOX 1000  
APO AE 09128

DIRECTIVE  
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**POSTAL AND COURIER SERVICE**

Intra-Theater Delivery Service (IDS)

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1. **Summary.** To establish theater-wide policy and procedures for Intra-Theater Delivery Service (IDS) to include official mail (selective portions).
  2. **Applicability.** This directive is applicable to all military and civilian personnel and organizations currently authorized to use the military postal system (MPS) in the USEUCOM Area of Responsibility.
  3. **Internal Control Systems.** This directive contains no internal control provisions and is not subject to the requirements of the Internal Management Control Program. For HQ USEUCOM and joint activities subordinate to HQ USEUCOM, the applicable internal control directive is ED 50-8.
  4. **Suggested Improvements.** ECJ1-AX is the proponent for this Directive. Forward recommended changes to HQ USEUCOM, ECJ1-AX, Unit 30400, Box 1000, APO AE 09128.
  5. **References.**
    - a. DoD 4525.6-M, DOD Postal Manual, Volumes 1 and 11.
    - b. DoD 4525.8-M, DOD Official Mail Manual.
    - c. Army Regulation 210-1, Private Organizations on Department of the Army Installations and Official Participation in Private Organizations.
    - d. Army Regulation 215-1, The Administration of Army Morale, Welfare, and Recreation Activities and Nonappropriated Fund Instrumentalities.

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This Directive supersedes ED 10-4, dated 8 Dec 92

- e. AR 600-8-3, Unit Postal Operations.
- f. SECNAVINST 5401.3A, Operation of Morale, Welfare and Recreation Activities.
- g. BUPERSINST 1710.IIA, Navy Recreation Operational Policies.
- h. Air Force Regulation 34-4, Private Organizations on Air Force Installations.

6. **Explanation of Terms.** See Appendix A.

7. **Policy.**

a. Intra-theater delivery is an internal service of the Armed Forces and not a service of United States Postal Service (USPS). The USPS has indicated that correspondence or IDS parcels transported through the IDS are not to be regarded as “mail” or “parcel post.” Accordingly, all publicity and guidelines issued should not refer to “mail” or “parcel post” but to “correspondence” and “IDS parcel.”

b. Intra-theater delivery of correspondence or IDS parcels weighing 70 pounds or less, postage free, is available to private individuals and private organizations who are authorized to use the Military Postal System (MPS) as listed in Appendix A, Ref A. Upon request, community/installation commanders are to provide servicing MPOs listings of currently approved private organizations.

(1) Locally approved private organizations do not enjoy full MPS privileges. The intra-theater authorization is not to be extended for mail originating or terminating in CONUS.

(2) Intra-theater limitation also applies to any private individuals or members of private organizations not otherwise eligible for or authorized full MPS privileges.

c. Intra-theater delivery of correspondence weighing 11 ounces or less, postage free, is available to all commercial organizations authorized to use the MPS. The restrictions cited above on limiting mailing privileges within the USEUCOM theater also apply here.

d. Commercial advertisements do not qualify as personal correspondence. These materials will not be accepted for delivery within the IDS.

**8. Eligibility to Use and Restrictions on the IDS.**

a. To use the IDS, the sender must be an individual or organization eligible to use the MPS. Authorized users include military and civilian personnel and organizations, both nonappropriated activities and private organizations, which currently use the MPS. References 2c, f, and g list types and classification of private organizations which are authorized use of IDS, but not MPS.

b. The item sent must originate at an overseas military post office (MPO) and must be addressed to, or from, or between MPOs within the same geographical area as determined by the first two digits of the ZIP code. Within the USEUCOM and USCENTCOM AORs, correspondence and IDS parcels may be sent to/from any "09" ZIP code, except as listed in Appendix B.

c. Individuals on ships or served by other mobile MPOs that are physically located outside of the geographic area defined by ZIP code MPOs are eligible to use the service within the theater in which they are deployed. For example, personnel on a 34XXX ship that is deployed to the Mediterranean Sea would be eligible to use the service in the Atlantic "09" theater.

d. Correspondence and IDS parcels requiring special services, e.g., registered, insured, certified, etc., cannot be sent via the IDS except for DoD official mail. Normal USPS fees must be paid on these items, to include the postage; the latter is not required for that portion of DoD official mail remaining within the USEUCOM AOR and which does not enter or transit USPS.

**9. Categories of Correspondence and IDS Parcels.** Correspondence and IDS parcels handled in the IDS are categorized in one of three ways:

a. Individual. MPS personal correspondence and IDS parcels sent by an individual.

b. Commercial (COM). Correspondence sent by overseas military banking facilities, DoD overseas credit unions, Armed Services exchange systems, and nonappropriated fund instrumentality (NAFI) resale and revenue sharing organizations.

c. Private organization (PO). Correspondence and IDS parcels sent by MWR activities (Categories III through VI, reference 2c, d, and g, and approved private organizations).

d. Official. Correspondence and IDS parcels sent by DoD organizations to carry out official business.

10. **Using the IDS.**

a. Identification. Print, type, or stamp the following symbol, as appropriate, in the upper right hand corner of the envelope/container of items eligible for IDS:

- (1) Individual correspondence and IDS parcels - MPS.
- (2) Commercial correspondence - COM.
- (3) Private organization correspondence and IDS parcels - PO.
- (4) DoD Official Intra-Theater Mail - OITM.

b. Return Address. All correspondence and IDS parcels must have the complete official return address of the sender. Commercial and private organizations must use their organizational return address.

c. Envelopes/Containers. Any type of mailing envelope or container may be sent via IDS. Envelopes and all articles used for mailing items will be sealed.

d. Entering Correspondence and IDS Parcels into the IDS.

(1) Individual personal correspondence may be placed in any receptacle normally used to collect mail.

(2) Commercial correspondence and private organization correspondence must be taken to the place where mail is received and must be presorted as described in 10e, below. IDS correspondence and IDS parcels entered via official mail/distribution channels will be returned to sender at the point of dispatch.

(3) IDS parcels will be tendered at the APO/FPO finance window. The authorized MPS or PO user will ensure that all accepted IDS parcels meet mailability standards and adhere to customs restrictions.

(4) DoD Official Intra-Theater Mail. Enter at local unit official mail & distribution center or at DOIM installation official mail & distribution center.

e. Presorting of Correspondence by Commercial and Private Organizations. All correspondence entered into the IDS by commercial and private organizations must be presorted. Correspondence which is not presorted will not be accepted by the MPO. Accomplish presorting as follows:

- (1) By APO AE/FPO AE number, then;
- (2) By unit name, PSC/CMR/unit number, then;
- (3) By lock box number, if applicable.

f. Addressing of Correspondence and IDS Parcels. All correspondence and IDS parcels must contain a complete delivery address. Always include the grade, full name, unit name, PSC/CMR/unit number, lock-box number (if applicable), and APO AE/FPO AE number.

11. **Directory Service.** MPOs will provide directory service for IDS Correspondence and IDS parcels as follows:

a. Individual correspondence and IDS parcels. Perform directory service on individual correspondence and IDS parcels. Sort and forward correspondence and IDS parcels only to APO AE O9XXX geographical areas authorized to receive IDS correspondence and IDS parcels, and to dead letter branches in Europe. In Europe, if the addressee of the IDS item has transferred to the CONUS, the item should be returned to sender indicating "transferred to CONUS."

b. Commercial Correspondence. Directorize and forward commercial correspondence only to APO AE O9XXX geographical areas authorized to receive IDS correspondence. If the addressee of the IDS item has transferred to the CONUS, the item should be returned to sender indicating "transferred to CONUS."

c. PO Correspondence. PO correspondence and IDS parcels will receive no directory service, except that MPOs will return undeliverable correspondence to sender marked "Insufficient Address."

d. Exceptions. Return to sender:

(1) Correspondence received from one mailer in quantities of 20 or more, and which is insufficiently or wrongly addressed, or contains an obviously incorrect or identical receptacle number used simply to obtain directory service. Endorse as "Insufficient Address."

(2) Correspondence received from mailers who continuously mail quantities of less than 20 letters simply to circumvent provisions of this paragraph. Endorse as "Insufficient Address." This does not apply to correspondence which is incorrectly addressed or wrongly addressed because an addressee has moved.

12. **Postmarking and Endorsing by the MPO.**

- a. The MPO will postmark individual correspondence and IDS parcels. This applies also to all categories of official mail.
- b. Do not postmark COM and PO correspondence.
- c. Endorse individual parcels as "IDS" directly above the address.

13. **Screening for Eligibility.** Unit mail clerks and postal personnel authorized to accept and deliver mail must screen IDS items very closely to prevent ineligible items from entering the MPS.

- a. Return to sender items determined to be ineligible for IDS service.
- b. Deliver without entering the APO system eligible items that are addressed to individuals and organizations serviced by a receiving mailroom or APO.

14. **Standard Service Features.**

- a. All privileges and priorities currently applicable to items in the MPS will apply to the IDS except as noted in b below. This includes protection and security against theft and depredation, service standards, search and seizure procedures, and customs requirements.
- b. The MPS will not process claims for the loss, miscarriage, or negligent transmission of correspondence and IDS parcels sent postage free.

15. **Prohibited Matter.**

- a. Sending of illegal drugs, pornographic matter, and any other illegal material that may not be mailed through USPS is likewise prohibited in the IDS.
- b. Commercial advertisements will not be sent in individual correspondence. COM and PO correspondence may contain commercial advertising enclosed with operational announcements, billings, or statements, i.e., DPP statements, bank statements, or announcements of social gatherings.

**16. Refusing IDS Services to COM and PO.**

a. Expanding the IDS to commercial and private organizations is strictly voluntary on the part of unified commanders. USEUCOM has opted to expand the system, given the obvious benefits to both the organizations and their customers/members.

b. Expansion of IDS is being done with no increase in manpower to postal activities. It is imperative, therefore, that the rules and procedures contained in this directive be followed.

c. If the handling of IDS material from commercial and (or) private organizations places an undue burden on an MPO, sufficient to warrant increased manning, an MPO may refuse the material unless the installation/base commander authorizes personnel augmentation processing support.

d. To maintain a positive customer service program, MPOs may allow individuals from COM and PO activities entry into the post office/mail room, and under supervision of postal/mail personnel, to sort their correspondence.

17. **Transportation Policy.** MPOs will dispatch IDS correspondence (11 ounces or less) using the same transportation makeup and routings used for first class mail destined to the same location. MPOs will dispatch IDS parcels (greater than 11 ounces and up to 70 pounds) as space available mail (SAM).

FOR THE COMMANDER IN CHIEF:

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APPENDIXES:

A - Explanation of Terms

B - ZIP Codes not Eligible to Use the IDS

DISTRIBUTION:

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## APPENDIX A

### Explanation of Terms

**Authorized IDS User.** An individual or organization as listed in Appendix A, Volume I, DoD 4525.6-M.

**Commercial Advertisement.** Any correspondence from a DoD authorized profit making or commercial operation, or a private organization that offers merchandise or service for sale or resale and which is sent solely for that purpose.

**Correspondence.** Postcards, letters, computer disks, and audio/video cassettes weighing 11 ounces or less.

**IDS.** A service which provides for postage free delivery of personal and private organization correspondence and parcels weighing 70 pounds or less and commercial correspondence weighing 11 ounces or less that remains in the MPS and does not enter USPS network.

**IDS Parcel.** Personal items or merchandise weighing 12 ounces to 70 pounds with a combined length and girth measurement of 130 inches or less.

**Private Organization.** A self-sustaining, non-Federal entity constituted or established and operated on an installation or base by individuals acting outside any official capacity as officers, employees, or agents of the Federal Government or its instrumentalities. It must have the written consent of the installation/Base commander or higher authority to operate on an installation/Base.



## APPENDIX B

## ZIP Codes Not Eligible to Use the IDS

Correspondence and packages to the following ZIP codes must transit USPS channels, and require appropriate postage:

<u>Location</u>	<u>New ZIP Code</u>
Guantanamo Bay, Cuba	FPO 09508
Guantanamo Bay, Cuba	FPO 09593
Guantanamo Bay, Cuba	FPO 09596
Thule AB, Greenland	APO AE 09704
Northbay, Canada	APO AE 09732
Halifax, Canada	APO AE 09733
Gander, Canada	APO AE 09734